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INSTITUTION American Association of School Personnel Administrators, Seven Hills, Ohio.

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ABSTRACT

Examples of forms 20 school districts use to obtain personal references on teacher candidates are reproduced. (PGD)

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ED154496

PRE-EMPLOYMENT EVALUATION FORMS

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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EXAMPLES OF FORMS USED IN THE PRE-EMPLOYMENT EVALUATION OF CANDIDATES FOR TEACHING POSITIONS

EA 010 588

AMERICAN ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS

AMERICAN ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS
6483 Tanglewood Lane • Seven Hills, Ohio 44131

PRE-EMPLOYMENT REFERENCE FORMS

School districts throughout the country follow a number of different practices in securing pre-employment evaluations of teacher applicants. Most of these practices fall into one of the following general categories:

- Applicants provide the school district with names of references who can furnish information concerning the applicant's personality, character, training and experience. At the appropriate time the school district contacts the references listed requesting letters of reference or completion of a reference form provided by the school district.

- As part of the normal application procedure, applicants are furnished a number of reference forms by the school district. The applicant assumes the responsibility for distributing these forms to individuals who will serve as references. In many instances, a return envelope is furnished for each.

- Evaluation mailers, reference forms that have been combined with envelopes for mailing out the reference form and for the return of the completed form to the school district, have been developed by a number of school districts. Use of the mailer ranges from providing a set number for the applicant to distribute to his or her references, to addressing and mailing by the school district from a list of references provided by the applicant. In at least one school system (DeKalb County) applicants are required to address four self-adhesive labels, one for each of four designated references. These are affixed to mailers by the school district and placed in the mail.

This booklet contains examples of reference forms and evaluation mailers in current use in the various school districts.

OFFICE OF THE PUBLIC SCHOOLS

Natick, Massachusetts

Evaluation Sheet

_____ _____

(Applicant's Name) (Grade or Subject)

Personal Characteristics:

	Deficient	Below Average	Average	Above Average	Superior
Self Control					
Relations with Pupils					
Relations with Staff					
Relations with Parents					
Give and Take Suggestions					
Mental Health					
Personal Appearance					

Professional Characteristics:

Classroom Control					
Professional Attitudes					
Knowledge of Subject					
Performance					
Resourcefulness					
Services and Activities					
Planning and Use of Time					
Classroom Environment					

Other Comments: _____

_____

_____

_____

Signature and Title School System

_____

Date

P-314a

MOBILE COUNTY PUBLIC SCHOOLS
Box 1327
Mobile, Alabama
CONFIDENTIAL TEACHER REFERENCE

_____
Applicant's Name

_____
Date

TO: _____
Name of Reference (Please Print)

I have applied for a position as _____ with the Mobile County Public
(Grade/Subject Level)
School System, Mobile, Alabama. I would appreciate your completing, where applicable, the form below. A self-addressed stamped envelope is enclosed for your convenience.

Sincerely yours,

_____
(First) (Middle or Maiden) (Last)

When and where have you known applicant? (Give dates, if possible) _____

_____

For what work is he/she best fitted? _____

Why is he/she leaving present position? _____

Has the applicant any physical or emotional problems? _____

_____

Other comments: _____

_____

_____

_____

Can you recommend this person for the position named above? _____

Signed _____

Date _____ 19___ Official Position _____

(OVER)

Name of Applicant_____

Please Check the Appropriate Column RATING	Poor	Below Av.	Av.	Above Av.	Excel.
1. Personality - Shows those qualities that make teaching forceful and effective such as: a pleasant, cheerful disposition, enthusiasm, and an appealing manner with pupils and others.					
2. Personal Appearance - Shows the type of grooming which reflects neatness, attentiveness, and appropriateness of attire.					
3. Physical Health - Has posture and bearing which gives evidence of energy and vitality in daily responsibilities.					
4. Emotional Stability - Has control of emotions which results in a general moderateness.					
5. Initiative - Has the quality of seeing what needs to be done and is judicious in doing it with or without direction.					
6. Ability to Work With Others - Has a cooperative and open-minded attitude in working with others in the solution of mutual problems. Respects the opinions, abilities, and contributions of others.					
7. Reliability - Is consistent, dependable, and accurate in carrying responsibilities to a successful conclusion.					
8. Ability to Stimulate Learning - Maintains a classroom situation which stimulates the maximum growth of individual pupils.					
9. Sympathetic Understanding of Children - Shows a sincere interest in children and in the solution of their problems.					
10. Ability to Control - Employs teaching procedures that reveal poise, inspire confidence of pupils, and command their respect.					
11. Professional Growth - Is willing to examine his teaching effectiveness and constantly seeks better procedures.					
12. Community Relationships - Has ability to meet community-school situations with poise, understanding, and tact, resulting in friendly relationships.					
13. Professional Attitudes - Participates in activities which improve the status of the profession as a whole and of individual teachers.					

This information will be treated confidentially.

PROFESSIONAL REFERENCE FORM
THE SCHOOL BOARD OF BREVARD COUNTY
TITUSVILLE, FLORIDA
AN EQUAL OPPORTUNITY EMPLOYER

TO: _____
NAME OF REFERENCE

_____
ADDRESS

_____

I have submitted an application for an instructional position in Brevard County, Florida. Since I cannot be considered for employment until my references are on file, I shall appreciate it very much if you will check the items listed within and mail this form at your earliest convenience directly to the PERSONNEL OFFICE, THE SCHOOL BOARD OF BREVARD COUNTY, TITUSVILLE, FLORIDA, 32780.

_____
NAME OF APPLICANT (PLEASE PRINT)

_____
DATE

(Over)

NOTE TO REFERENCE: FILL OUT **ONE** OF THE FORMS BELOW:

1. EDUCATIONAL REFERENCE: FOR UNIVERSITY PERSONNEL, (PROFESSORS, DEANS, ETC.)

NAME OF APPLICANT _____

	EXCEL LENT	GOOD	AVER AGE	POOR
ACCURACY AND PUNCTUALITY OF REPORTS				
ATTENDANCE RECORD				
SPEECH AND VOICE QUALITIES				
SCHOLARSHIP				
ENTHUSIASM FOR LEARNING				
KNOWLEDGE OF SUBJECT MATTER				
PUNCTUALITY				
KNOWLEDGE OF PROFESSIONAL RESPONSIBILITY				
ABILITY TO WORK WITH OTHERS				
COOPERATION				
PERSONAL APPEARANCE				
PERSONALITY				
POISE				
DEPENDABILITY				
CREATIVITY				
INITIATIVE				
LEADERSHIP				
GENERAL MATURITY				

THIS EVALUATION COVERS THE PERIOD FROM 19____ to 19____

EVALUATOR'S TITLE DURING PERIOD OF EVALUATION OF APPLICANT _____

_____ DATE

_____ SIGNATURE OF EVALUATOR

_____ POSITION

2. EXPERIENCE REFERENCE: FOR ADMINISTRATORS, SUPERVISING TEACHERS, DEPARTMENT HEADS, ETC.

NAME OF APPLICANT _____

	EXCEL LENT	GOOD	AVER AGE	POOR
ABILITY TO WORK WITH CHILDREN				
CLASSROOM ORGANIZATION AND CONTROL				
EFFECTIVE USE OF METHODS AND TECHNIQUES				
PLANNING AND PREPARATION				
COMPETENCY IN ACADEMIC FIELD				
ABILITY TO WORK WITH OTHER TEACHERS				
ENTHUSIASM FOR TEACHING				
INTEREST AND ENTHUSIASM CREATED IN PUPILS				
ACCURACY AND PUNCTUALITY OF REPORTS				
SPEECH AND VOICE QUALITIES				
PERSONAL APPEARANCE				
PUNCTUALITY				
JUDGMENT				
LEADERSHIP				
POISE				
COOPERATION				
HEALTH				
PERSONALITY				
TAKES CARE OF FINANCIAL RESPONSIBILITIES PUNCTUALLY				

THIS EVALUATION COVERS THE PERIOD FROM 19____ to 19____

WOULD YOU EMPLOY THIS PERSON AS A TEACHER? _____

IF THIS PERSON WERE A FORMER EMPLOYEE, WOULD YOU RE-HIRE? _____

EVALUATOR'S TITLE DURING PERIOD OF EVALUATION OF APPLICANT _____

HAVE YOU OBSERVED APPLICANT TEACH IN CLASSROOM SITUATION? _____

_____ POSITION

_____ SIGNATURE OF EVALUATOR

_____ DATE

AVON LAKE CITY SCHOOLS
Administration Offices
175 Avon Belden Road
Avon Lake, Ohio 44012

CONFIDENTIAL INQUIRY

..... Date .....

.....

.....

.....

..... has applied for a position as

..... in the **Avon Lake** Schools.

We would like you to check items which you feel qualified to answer. Information given will be kept confidential.

Very truly yours.

Robert J. Robinson

Superintendent of Schools

GENERAL QUESTIONS

1. In what capacity have you had an opportunity of evaluating this candidate?

   Teacher ..... Supervisor ..... Principal ..... Superintendent .....

   Other .....

2. How many years have you known the applicant? .....

3. From your knowledge of teachers, in which group would you place this person?

   Below Average ..... Average ..... Above Average ..... Top 10% .....

4. Has the candidate any traits which you feel would detract from his desirability as a teacher?

   Comments: .....

   .....

   .....

   .....

5. Would you re-employ this person in your system? Yes ☐ No ☐

   Signed .....

   Position .....

Please Turn The Page

10 of 10

PERSONAL QUALIFICATIONS	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	UPPER 10%	
Appearance and manner					
Health and vitality					
Emotional stability, tact, and sense of humor					
Moral Standards					
Pleasant, clear, expressive voice					
Forceful but not aggressively offensive					
Dependable, fair and impartial					
Original, creative and alert					
Refined, cultured, and poised					
Loyal and cooperative					
PROFESSIONAL COMPETENCE					
Demonstrates adequate professional training and mastery of subject matter					
Continues to grow professionally					
Shows mastery of subject matter					
Has high ethical standards					
Graciously responds to suggestions for improvement					
Successfully works cooperatively with colleagues					
Skillfully plans to achieve established aims					
Conscientiously works at regular and extra assignments					
CLASSROOM GENERALSHIP					
Provides neat, comfortable and attractive classroom environment					
Uses instructional materials effectively					
Uses community resources					
Evidences a planned but flexible procedure, anticipating individual needs and interest					
Is poised, enthusiastic, calm, pleasant, and free of distracting habits					
Skillfully guides learning activities					
Willingly and enthusiastically gives constructive help					
Provides purposeful practice in tool subjects					
Is understanding and sympathetic with pupils					
Is democratic and courteous					
Commends effort and gives generous praise for work well done					
Inspires voluntary, self-imposed pupil control					

REFERENCE BLANK

OHIO COUNTY PUBLIC SCHOOLS

2203-05 NATIONAL ROAD
WHEELING, WEST VIRGINIA 26003

_____

_____

_____

_____

Kindly give us your most candid opinion of _____ who is applying for a position in our schools and has referred us to you.

We thank you for your reply and shall hold it in strictest confidence.

Very truly yours,

_____

_____

INSTRUCTIONS: Kindly check each of the items below in one of the groups. In case your information is insufficient for an opinion, use the first column.	Do Not Know	Lowest Group	Below Average	Average	Above Average	Highest Group
INTELLIGENCE: Natural Ability						
SCHOLARSHIP						
SKILL IN TEACHING						
Do order and discipline, of the desirable type, inhere in his work?						
Is he up-to-date? That is, does he make use of the best of new materials, methods and devices?						
Does he recognize and provide for individual differences insofar as he is able?						
Does he hold the interest and good-will of his pupils?						
Does he get results? That is, do his pupils reach the objectives of the course of study?						
CO-OPERATION						
Does he work well with other teachers?						
With administrative and supervisory officers?						
Participate in community activities						
PROFESSIONAL GROWTH						
Is he interested in educational literature?						
In teachers' associations and meetings?						
In advanced university study in his field?						
SOCIAL QUALITIES						
Is the candidate attractive?						
Does he make friends easily?						
Is he discriminative in the selection of associates?						
MORAL QUALITIES						
With reference to language						
Attitude toward opposite sex						
Business dealings						
Interest in religious activities of the community						
PHYSICAL QUALITIES						
What is the state of the candidate's health?						
Is he energetic and industrious?						

OVER

GENERAL QUESTIONS

1. Have you seen the candidate teach? Yes ____ No_____
2. How long have you known the candidate?_____
3. Is he open-minded and receptive to suggestions? Yes_____ No_____
4. Could he remain in his present position? Yes___ No____
5. To your knowledge has he ever failed to be reappointed?_____ If so, why?

_____

6. If he were applying for a similar position in in your school system, would you favor his appointment? Yes_____ No____

Remarks:

Signed _____

Date _____ Position _____

Beaverton
Schools
District No. 48
P.O. Box 200 Beaverton, Oregon 97005
503/292-3526

James L. Shinn
Director of Personnel

has applied to our school district for the following position: , and has given your name as a reference. Please describe the applicant as directed below. Your professional opinion will be greatly appreciated. Your reply will be handled confidentially.

James L. Shinn

DIRECTIONS: Compare this teacher with representative teachers whose work you have known. Indicate your judgment of the applicant by placing a cross (X) in one of the spaces at the right of each of the eight qualities.

Please judge the applicant on the following points.	Lowest	Low	Average	High	Highest
1. APPEARANCE -- Think of effect on pupils.					
2. HEALTH and PHYSICAL STAMINA -- Think of absences from school, and of physical reserve under exacting teaching conditions.					
3. INDUSTRY and DEPENDABILITY -- Habit of positive attack upon work; willingness to cooperate and to take the responsibility for own acts.					
4. GENERAL CULTURE -- Breadth of education; worthwhile recreational and appreciative interests.					
5. SOCIAL and CIVIC ATTITUDES -- A sense of social and moral obligations willingness to share a reasonable responsibility in the constructive life of the community and profession, a well balanced social and moral being.					
6. LEADERSHIP -- Ability to inspire pupils to worthy effort and cooperation; ability to delegate responsibility to pupils successfully; initiative, self-reliance, and tact.					
7. INTELLIGENCE and ADAPTABILITY -- Native ability to learn, habits of weighing new points of view, of evaluating critical situations, of arriving at sensible conclusions, of giving clear and intelligent directions.					
8. PROFESSIONAL KNOWLEDGE and ABILITY to USE it -- Judgment in selecting and skill in using aims, methods, and subject matter. Constructive attitudes toward professional growth.					

When did you work with the applicant?

In what relationship?

What grade level and/or subject did he teach?

Would you employ the applicant in a school for which you were responsible?

Remarks

Date

Signature
Position

PERS 43:10/13/71 (Rev.)

ROUTE TO: _____

_____

_____

TRUMBULL PUBLIC SCHOOLS

TRUMBULL, CONNECTICUT

6264 Main Street Tel. 261-3801

To:

M _____ has applied for the position

of _____ in our school system and has given your

name as a reference. Your frank appraisal is requested and will be considered confidential.

Yours very truly,

Superintendent of Schools

Personal Qualities

	Excellent	Good	Average	Poor
Appearance				
Voice				
Emotional Maturity Health & Stamina				
Dependability – Cooperation				
Integrity				
Enthusiasm				

Professional Qualities

	Excellent	Good	Average	Poor
Ability to Teach				
Ability to Maintain Order				
Ability to Solve Classroom Problems				
Ability to Organize Extra-curricular Activities				

Do you recommend this candidate?

☐ Yes without reservation. ☐ Yes. ☐ Yes with some hesitation. ☐ No.

Comments _____

_____

_____

Date: _____ _____

(Signature & Position)

Alton
Community Unit School District No. 11
Alton, Illinois

....., ...

We have received an application from ..... for a teaching position in the field of ....., and would like to have your evaluation of his work. Your report will be considered confidential.

Sincerely yours,

Leroy Fritz
Administrative Assistant
Personnel

1. How long have you known the applicant? ..... When? .....
2. What position did he hold? ..... Where? .....
3. What was your official relation to the applicant? .....
4. Has the applicant any qualities which might affect the classroom work unfavorably? ..... If so, what are they? .....
5. In what subject or field does the applicant excel? .....
6. Please check (✓) your evaluation of as many qualities listed below as your knowledge of the applicant warrants.

	Superior	Good	Average	Poor
Personality				
Personal Refinement				
Tact and Understanding				
Good "Common Sense"				
Self-control and Poise				
Sense of Humor				
Initiative				
Health and Vigor				

	Superior	Good	Average	Poor
Skill as an Instructor				
Success in Discipline				
Inspirational Power				
Co-operation				
Reliability				
Professional Vision				
Standing with Pupils				
Standing with Associates				

7. Would you employ the applicant again for a similar position? .....

Remarks:

Signed .....

Date ..... 19.....

Position .....

ELGIN PUBLIC SCHOOLS

4 South Gifford Street

Elgin, Illinois

Paul R. Lawrence
Superintendent

Richard Hibschman
Asst. Supt., Personnel

CONFIDENTIAL EVALUATION FORM

Confidential evaluation of _____ Date _____
(Candidate's name)

How long and under what circumstances have you known the candidate?

_____

Please complete the checklist, supplementing your ratings with comments in the space provided.

QUALITY	RATING		
	Superior	Average	Inferior
PERSONAL APPEARANCE – Exhibits good taste, neatness; is poised and has pleasant mannerisms			
PERSONALITY – Displays emotional stability, good judgement, communicates effectively, develops excellent interpersonal relationships			
HEALTH AND VITALITY – Displays good physical and mental health, is energetic and enthusiastic			
SCHOLARSHIP – Possesses thorough command of subject matter; is intelligent, scholarly			
CLASSROOM MANAGEMENT – Provides good physical environment, maintains learning climate and student discipline			
INSTRUCTIONAL COMPETENCY – Utilizes instructional materials; employs effective methodology, leads students with organization and originality			
How would you rate this person in comparison to all other teachers you have known?			

COMMENTS:

EVALUATOR _____
Name Address Position

PORTLAND PUBLIC SCHOOLS

DEPARTMENT OF PERSONNEL SERVICES
631 NORTHEAST CLACKAMAS STREET
P. O. BOX 3107
PORTLAND, OREGON 97208

PERSONAL AND PROFESSIONAL RECOMMENDATION

..... is a candidate for a position in our school district and has given your name as a reference. Your evaluation of this person will be appreciated. This information is confidential and will be used only by this office. If this form does not suit your needs, please use the reverse side to indicate what you know about the applicant's personal habits and character.

1. When did the candidate work for you?..... How long? .....
2. In what capacity?.....
3. How long have you known the candidate? .....
4. If applicant taught for you was teaching SUPERIOR ☐ VERY GOOD ☐ AVERAGE ☐ FAIR ☐ POOR ☐
5. Would you re-employ applicant if you had an opening?.....
6. If not, would you please state why. .....

   .....
7. Was the applicant absent from work very often because of sickness or poor health? .....
8. Did the applicant appear to be emotionally stable? Yes ☐ No ☐ If the answer is no please comment briefly on the reverse side.
9. Do you know any reason why applicant should not work with children? .....

   .....
10. What are applicant's most favorable characteristics? .....

    .....
11. What are applicant's unfavorable characteristics? .....

    .....
12. Other remarks: .....

    .....

Thank you for your assistance and cooperation.

Please return to:
Dept. of Personnel Services
Portland Public Schools
631 N. E. Clackamas St.
P. O. Box 3107
Portland, Oregon 97208

Signature .....

Street .....

City & State .....

(Form 1)

VIRGINIA BEACH CITY PUBLIC SCHOOLS
POST OFFICE BOX 6038
VIRGINIA BEACH, VIRGINIA 23456

PERS-1-5-71
REVISED 1-77

REFERENCE - APPLICANT FOR TEACHING POSITION

_____, 19____

_____ HAS APPLIED FOR A TEACHING POSITION IN

_____ IN THIS SCHOOL DIVISION. YOU HAVE BEEN GIVEN AS A REFERENCE. YOUR EVALUATION OF THIS APPLICANT WILL BE APPRECIATED AND TREATED IN THE STRICTEST OF CONFIDENCE.

SINCERELY,
E. B. McGUIRE
ASSISTANT SUPERINTENDENT, PERSONNEL

PLEASE CHECK	UNKNOWN	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	OUTSTANDING
1. CHARACTER (GENERAL CONDUCT, ETHICS, MORALS)						
2. PERSONAL APPEARANCE (DRESS, GROOMING)						
3. HEALTH						
4. PERSONALITY						
5. VOICE						
6. TACT						
7. SELF-CONTROL						
8. GENERAL CULTURE						
9. KNOWLEDGE OF SUBJECTS TAUGHT						
10. ENTHUSIASM						
11. TEACHING TECHNIQUE						
12. CLASSROOM MANAGEMENT						
13. UNDERSTANDING OF CHILDREN						
14. PROMPTNESS AND THOROUGHNESS						
15. PROFESSIONAL ATTITUDE						
16. LOYALTY AND COOPERATION						

DO YOU KNOW OF ANYTHING THAT WOULD RESTRICT THE APPLICANT'S SATISFACTORY PERFORMANCE AS A TEACHER? _____

_____

SIGNATURE _____

POSITION _____

(PLEASE USE REVERSE SIDE FOR FURTHER COMMENTS.)

ADDRESS _____

19 _____

KANSAS CITY, KANSAS PUBLIC SCHOOLS

Library Building
625 Minnesota Avenue

OFFICE OF PERSONNEL

_____ has asked us to contact you relative to his/her ability. We shall be grateful if you will evaluate on the topics below, this candidate who has applied for a position as a teacher of _____ in our school system. This request does not necessarily indicate that a vacancy exists. Your reply will be held in strict confidence. Thank you.

Carter L. Burns

CARTER L. BURNS,
Assistant Superintendent in Charge of Personnel

	Outstanding	Above Average	Average	Below Average	No Opportunity to Observe
PERSONAL CHARACTERISTICS					
1. Appearance/Grooming					
2. Common Sense/Judgment					
3. Emotional Maturity/Self-Control					
4. Voice					
5. Health and Vitality					
6. Attitude Toward Teaching and School					
7. Adaptability					
8. Character/Moral Standards					
PROFESSIONAL CHARACTERISTICS AND PREPARATION					
1. Knowledge of Subject					
2. Commitment to Profession					
3. Staff Relations/Working with Others					
4. Understanding of Children/Youth					
5. Use of English					
6. Acceptance of School Responsibilities					
7. Cooperation with Board of Education/Administration/Co-Workers					
8. Relations with Parents and Community					
SCHOOL MANAGEMENT					
1. Relationships with Pupils					
2. Discipline					
3. Care of Classroom					
4. Attention to Records, Reports, etc.					
TECHNIQUES OF TEACHING					
1. Planning and Classroom Organization					
2. Ability to Motivate					
3. Resourcefulness					
4. Attention to Individual Pupil Needs					
SUCCESS AS A TEACHER					

If you had a similar position to fill, would you employ this person? Yes_____ No_____

Information given above is based on (check items which apply)

(1) Personal acquaintance with applicant_____
(2) Worked under my supervision_____
(3) Co-worker_____
(4) Student in my class_____
(5) Student teacher under my supervision_____
(6) Other, specify_____
_____

Please feel free to offer any supplementary information which you think would help us evaluate the qualifications of this candidate. Use the back of this form.

Signature_____

Title_____

Date_____

TEACHER APPLICANT REFERENCE

Board of Education of Carroll County
Department of Personnel
55 N. Court Street
Westminster, Maryland 21157

_____ has applied for a position as _____ with the Carroll County public schools. Would you please evaluate this candidate in comparison to others you have known in a like position. Your response to the items below will assist us in appraising qualifications and determining possible placement. Your interest and cooperation are most appreciated.

PROFESSIONAL RELATIONSHIP

Number of times you observed...(___)
Student teacher under my supervision.....(___)
Teacher under my supervision...(___)
Other:

APPLICANT'S DATES OF SERVICE

From Month	From Year	To Month	To Year	Length Years	Length Months

Subject(s) or Grade(s) taught:

Attendance Record: Good ( ) Fair ( ) Poor ( )

If a former employee, please state reason for leaving:

QUALIFICATION CHARACTERISTICS	Excels Consistently	Usually Exceeds Standard Requirements	Steady Performance Acceptable Level	Unsatisfactory Performance	Unknown
Plans and prepares work effectively					
Speaks effectively and correctly					
Displays subject matter competency					
Utilizes a variety of teaching skills and methods					
Exercises appropriate pupil control and classroom management					
Works well with others; shows judgment, tact, and a willingness to assist					
Varies teaching to the ability levels of pupils					
Motivates pupils, gains confidence and establishes rapport					
Maintains health and emotional stability					
Fulfills responsibilities in a dependable manner					
Demonstrates commitment to teaching and a professional attitude					

HOW WOULD YOU RECOMMEND THIS PERSON AS A FELLOW/PROSPECTIVE STAFF MEMBER?

(___) Enthusiastically recommend
(___) Recommend with reservations
(___) Recommend
(___) Do not recommend

Aside from technical competence and subject matter mastery, the teacher influences the class in matters of attitudes and values. Often, this influence is more significant in the pupil's life than is the formal instruction. In light of the foregoing, please indicate your reaction to having your own child in this teacher's class.

(___) Very pleased
(___) Have some concern
(___) Satisfied
(___) Would prefer another teacher

Signature of person completing form

Title _____

Date _____ Phone _____

School district or business address

_____

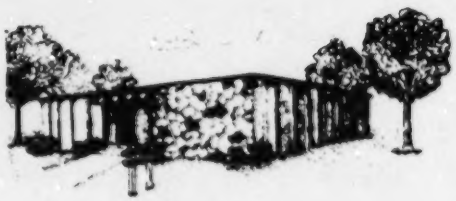
_____

_____

THE RESPONDENT IS REQUESTED TO PROVIDE ON THE REVERSE SIDE OR WITH APPROPRIATE ATTACHMENTS, ANY DATA THAT WILL SUBSTANTIATE THE ABOVE EVALUATIONS OR ADD TO THE INFORMATION AVAILABLE FOR MAKING FINAL PLACEMENT DECISIONS. NARRATIVE STATEMENTS ARE ENCOURAGED.

OVER

NORTHMONT LOCAL SCHOOLS
4001 Old Salem Road
Englewood, Ohio 45322
(513) 836-2601



Administrative Offices

_____

_____

_____

_____

Your name has been given to me as a reference by _____ who has made application with us for a position as _____ Your frank and honest opinion will be appreciated as to the personal and professional fitness of the person for the above mentioned position. Your reply will be treated in the strictest of confidence.

Sincerely,

Leslie L. Harris
Personnel Director

AREAS OF EVALUATION	OUT STANDING	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR
1. Personal appearance					
2. Personality					
3. Enthusiasm					
4. Emotional stability					
5. Sense of responsibility					
6. Sense of humor					
7. Good "common sense"					
8. Physical vigor and general health					
9. Communication skills					
10. Attendance record					
11. Ability to plan and organize					
12. Interest in community activities					
13. Professional ethics					
14. Cooperation with administration					
15. Cooperation with co-workers					
16. Teaching skill					
17. Knowledge of subject matter					
18. Classroom management					
19. Skill in motivating students					
20. Empathy for students					

1. How long have you known this applicant? _____

2. What was your official relationship to the applicant? _____

3. I would be - EAGER - WILLING - HESITANT - UNWILLING - to reemploy this applicant.
   COMMENT: _____

4. If this rating does not adequately express your judgment of the applicant, write your comments on the reverse side of this sheet.

Signature: _____

Date: _____ Title: _____

TALBOT COUNTY PUBLIC SCHOOLS
P.O. Box 1029
Easton, Maryland 21601
Phone: 822-0330 (Area Code 301)

Date _____

An application for a teaching position has been received from:

_____ _____
(Name) Position (Subject or Grade) Desired

We have been given your name by the applicant as a person who can provide us with some helpful information concerning the personal and professional characteristics of the applicant. Your response will be treated confidentially as this is an employment reference. We will be grateful for an early answer to this request.

NORMAN J. MOORE
Superintendent of Schools

Name of Applicant _____
Dates of Service _____
Type of Position Held _____
Reason For Leaving (if applicable) _____

	3 Outstanding	Above Average	2 Satisfactory or Average	1 Below Average	0 Unsatisfactory	-1 No opportunity to observe
I. PROFESSIONAL CHARACTERISTICS						
A. General						
1. Lesson Planning						
2. Attention to Reports & Duty Assign.						
3. Relationship With Parents						
4. Relationship With Admin. & Staff						
5. Flexible - Will Consider New Ideas						
6. Relationship With Children-Firm & Fair						
B. Classroom Management						
7. Discipline - Class Control						
8. Organized & Attractive Classroom						
9. Knowledge of Subject Matter						
10. Teaching Voice/Verbal Communication						
11. General Teaching Ability						
II. PERSONAL CHARACTERISTICS						
12. Scholarship/Innate Ability						
13. Refinement, Dress, Manners						
14. Practical - Shows Common Sense						
15. Appearance						
16. Character and Integrity						
17. Emotional Control - Stability						
18. General Health - Total Body Fitness						

☐ Check here if you would like us to phone you for additional information which is pertinent, but not covered on this questionnaire. Phone number at which you might be reached. Area Code ( ) _____.

Would you employ? _____ Reemploy? _____ If no, feel free to comment on back.

Date _____ Signature _____

In what capacity have you had an opportunity to evaluate the applicant?

_____

PRF 575
TC ES IS OOS

Personnel Department
SOUTH EUCLID-LYNDHURST CITY SCHOOLS
5044 Mayfield Road
Cleveland, Ohio 44124

_____ _____
(Date Sent)

_____

_____

_____

Request for Evaluation

_____ has applied for a teaching position in the South Euclid-Lyndhurst Schools, and given your name as a reference. Will you, at your earliest convenience, please give the information requested below. Any statements of a confidential nature which you make on this form will be respected as such by this office. Thank you for your cooperation in this matter.

Sincerely,

J. Larry Stevenson
Director of Personnel

Between what dates have you known the work of the applicant? _____ _____
(If this person was employed by you, please give exact dates) From To

What position did the applicant then occupy? _____
(Subjects or Grade Level)

What was your official relationship to the applicant at that time? _____

Did the applicant have any defects or peculiarities? _____

Would you readily re-employ this applicant? _____
(If answer is "NO", please explain on reverse side)

		Thoroughly Satisfactory	Average	Below Average
I.	PERSONAL QUALITIES			
	1. Professional Cooperation			
	2. Resourcefulness			
	3. Enthusiasm and Alertness			
	4. General Appearance			
	5. Voice			
	6. Health and Vitality			
II.	PREPARATION FOR TEACHING			
	1. Background of General Education and Experience			
	2. Command of English			
	3. Knowledge of Subject Matter Taught			
	4. Knowledge of Principles and Methods of Teaching			
	5. Understanding of Pupils			
III.	TEACHING SUCCESS AS EVIDENCED BY			
	1. Efficiency in Classroom Management			
	2. Community Participation			
	3. Growth of Pupils			
	4. Leadership			
	5. Control			

GENERAL RATING AS A TEACHER: _____

_____

Date _____ Signed _____
Official Position
or Occupation _____

3/70

FORM P 2

SCHOOL BOARD
OF
SARASOTA COUNTY
Sarasota, Florida

To:

..... is applying for a position as .....
in the Sarasota County Public Schools. We will appreciate your personal evaluation. Please indicate by a check mark your estimate of the applicant's efficiency. Information will be kept confidential. Your prompt reply and cooperation in helping us to staff our schools with professional personnel who are well qualified to work with children will be appreciated.

Sincerely yours,

Jane J. Dunham

(Mrs.) Jane J. Dunham, Coordinator of Personnel Services

	SUPERIOR	ABOVE AVERAGE	SATISFACTORY	BELOW AVERAGE	POOR
Professional Qualities					
Educational Leadership					
Public Relations					
Classroom Procedure and Management					
Humanizes and Individualizes Instruction					
Uses Appropriate Instructional Materials					
Organizes Learning Activities for Specific Purposes					
Provides Favorable Psychological Environment					
Effectively Evaluates Progress of Students					

What are the applicant's chief assets or limitations?

Would you unhesitatingly employ this applicant for this position? Yes ☐ No ☐

Remarks:

Signature:

Date

Position:

FULTON COUNTY BOARD OF EDUCATION

786 CLEVELAND AVE., S.W., ATLANTA, GEORGIA 30315

Re:.....

Position Applied For:.....

Please give your confidential appraisal of applicant's qualifications as observed by you in college training or teaching experience. Check those items which apply to you. Your cooperation is appreciated.

	NO OPPORTUNITY TO OBSERVE	POOR	FAIR	AVERAGE	GOOD	SUPERIOR
Personal Appearance: Dress, Grooming, Impression						
Health: Vitality, Cheerfulness, Endurance						
Personal Qualities: Voice, Poise, Friendliness, Enthusiasm, Adaptability						
Capacity for Learning						
Personal Habits: Moral Influence in School and Community						
Competency in Major Field						
Student-Teacher Relations: Respect, Understanding, Cooperation						
Cooperation with School Officials and Fellow Teachers						
Activity in Total School Program: Study Groups, P.-T.A., etc.						
Participation in Community Life						
Promptness, Neatness and Accuracy with Records and Reports						
Teaching Skills: Stimulation of Interest and Effort—Use of Teaching Skills						
Potential Usefulness in Total School Program						
Practice Teaching						

If you had an opening in your school for similar work, would you employ this person?.....

Additional information:

Signature.....Position.....

Address.....Date.....

PARMA PUBLIC SCHOOLS

OFFICE OF THE ASSISTANT SUPERINTENDENT

6726 RIDGE ROAD
PARMA, OHIO 44129

To: _____

_____ Date _____

_____

Re: _____ Position Applied for _____

The above candidate has applied to us for a teaching position and has given your name as a reference. We would appreciate your evaluation of this person as a suitable candidate for the position he is seeking.

QUALITIES – DEFINED	Excellent	Strong	Average	Weak	Poor
CHARACTER: Moral stability, habits, reliability, discretion					
VITALITY: Health, energy, industry, ability to be on duty every day					
TEACHING PERSONALITY: Poise, tact, sense of humor, likeableness, enthusiasm					
NATIVE ABILITY: General intelligence, judgment, adaptability					
EMOTIONAL STABILITY: Even disposition, mature control, temperamentally fitted to teach					
APPEARANCE: Carriage, neatness, general good looks, dress					
ABILITY TO INSTRUCT: Choice of material, daily preparation, procedures					
PROFESSIONAL SCHOLARSHIP & GROWTH: Mastery of subjects taught, self-improvement, positive attitude toward new trends					
LOYALTY: Willingness to uphold school policies, cooperation, professional view of obligations					
RELATIONSHIP WITH PUPILS: Interest in and understanding of needs of individuals, pupil cooperation and participation					
VOICE AND SPEECH: Pleasing quality, well-modulated, distinct, clear					
ATTITUDE TOWARD PRESENT LOCAL & WORLD AFFAIRS: Intelligent concern, open-mindedness, general knowledge					
GENERAL RATING: Relative standing compared with others in same kind of position					

Has this applicant taught under your supervision? _____ Inclusive dates: _____ to _____

Would you employ this candidate? _____ With no reservations _____ With reservations _____

Would not employ _____

Remarks: _____

_____

_____

Date _____ Signature _____

SP 10

EMPLOYMENT EVALUATION

DIVISION OF PERSONNEL
1380 East Sixth Street

CLEVELAND PUBLIC SCHOOLS
Cleveland, Ohio 44114

_____ has applied for a position as a Teacher in our school system. We would appreciate your supplying us with the information requested below.

Verify exact dates of employment. IMPORTANT.

Entrance salary based on this information.

Employed from _____ to _____

Reason for Leaving _____ Would you Re-employ _____

	Excellent	Good	Average	Poor
Personality				
Personal Appearance				
Judgment				
Self-Control and Poise				
Reliability				
Effective Speech				
Enthusiasm				
Health				
Common Sense				

If applicant is a teacher, check items below.

Skill as an Instructor				
Classroom Control				
Rapport with Pupils				
Classroom Atmosphere				
Knowledge of Subject Matter				

Signature _____

Title _____

School System _____

Date _____

TEAR ALONG THIS EDGE ▲ AND INSERT, SEAL AND MAIL

BUSINESS REPLY MAIL
NO POSTAGE STAMP NECESSARY IF MAILED IN UNITED STATES

FIRST CLASS
PERMIT NO. 5150
CLEVELAND, OHIO

Division of Personnel
BOARD OF EDUCATION
1380 EAST SIXTH STREET
CLEVELAND, Ohio 44114

THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA
3323 Belvedere Road West Palm Beach, Florida 33402

Applicant Fill in Name: _____
(Last) (First) (Initial) (Maiden)

is applying for a position in our school system. Your kindness will be very much appreciated if you will furnish the information called for below.

Thank you for this courtesy, and for your cooperation.

Teaching preference _____
(State Grade Level or Subject)

Please Indicate by Check (✓), Your Confidential Rating of the Applicant's Qualities in the Spaces Below:

	Outstanding	Good	Needs Improvement	Unsatisfactory	Unable To Rate
Personal Appearance					
General Health					
Tactfulness					
Judgment (Common Sense)					
Reliability					
Cooperation and Helpfulness					
Understanding of Pupil					
Poise and Self-Control					
Ability to Discipline					
Knowledge of Subject Matter					
Professional Growth					
Interest in Total School					
Human Relation Skills					

Length of Association ____ yrs. ____ mos. in what capacity _____

_____. If former employee: Why did applicant leave your employ?_____

Would you re-employ? _____

Comments: _____

_____

_____

_____

Signature _____ Title _____ Date _____

Use additional sheet if necessary.
Please explain any trait marked unsatisfactory.

DETACH ALONG THIS EDGE AND INSERT, SEAL AND MAIL

Applicant Place Stamp Here

THE SCHOOL BOARD OF PALM BEACH COUNTY
3323 Belvedere Road
West Palm Beach, Florida 33402

Attn: Division of Personnel

DEKALB COUNTY BOARD OF EDUCATION

DeKalb County Courthouse Decatur, Georgia

_____ has applied for a position as a _____ in the DeKalb County School System. Your evaluation of the applicant will be a service to this office and the applicant. You may rest assured that any information will be used in a professional manner.

Sincerely yours,
JAMES H. HINSON, JR.
Superintendent

Please check in the appropriate column the factors for which you have adequate information for appraisal.

	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR
PERSONAL					
Appearance					
Character					
"Common Sense"					
Mental Health					
Personality					
Physical Health					
Self-Control					
Tact					
PROFESSIONAL					
Classroom Control					
Cooperation					
Enthusiasm for Teaching					
Knowledge of Subject					
Loyalty					
Reliability					
Skill in Instructing					
GENERAL EVALUATION					

Should we telephone you for an additional evaluation? Yes_____ No_____

In what relationship have you known the applicant? Former student_____ Former employee_____

Other_____

Date of relationship: From_____ To_____

Would you employ applicant in such a position? Yes_____ Maybe_____ No_____

Supplementary Comments_____

_____

_____

Your phone number_____ Signature_____

Date_____ Official Position_____

(Mailers on reverse side)

(Reverse side of evaluation form)

PLACE STAMP HERE

DEKALB COUNTY BOARD OF EDUCATION
DEKALB COUNTY COURTHOUSE
DECATUR, GA. 30030

Personnel

(Form is folded here for mailing)

(Forms are separated here when evaluation form is completed and this portion is mailed back to DeKalb)

DEKALB COUNTY BOARD OF EDUCATION
DeKalb County Courthouse • Decatur, Georgia 30030

To-

Labels provided by applicant applied here.

(Form is folded here for mailing)

(Reduced to 65% for publication)